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Johannesburg Social Housing Company

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13 August 2021

INTERNAL AND EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **We invite suitably qualified and experienced persons to apply for the following vacant position.**

Position : Project Manager: Performance & Planning
Employment Status : Fixed Term Contract (6 Months)
Department : Business Planning and Strategy

Purpose of the Job: The role will report to the Head of Planning and Strategy department and has a key responsibility to manage the effective and efficient planning, monitoring and reporting on organisational performance against key indicators and business objectives.

Responsibilities (but not limited to the following):

- Through consultation with senior managers of the Commission, conducts research relevant for inclusion in the Strategic/Business Plan including strategic directions, goals, objectives, strategies, and key activities
- To manage the process of performance reporting to the EXCO and ultimately the board ensuring monthly, quarterly and annual reports are concise, coherent, clear and produced on time:
 - providing updates on our Organisation KPI's.
 - by collating information from responsible individuals and supported with meaningful analysis and commentary.
 - through continuous improvement, identifying opportunities to improve the process and content through these quarterly review cycles.
 - with effective dissemination of reports and supporting narrative to the wider organisation. To ensure approaches to performance management are aligned with our organisational approach to planning.
- To support business area managers around planning and performance monitoring, defining and establishing appropriate and meaningful key performance indicators, baselining and setting targets for them and ongoing monitoring and reporting so the organisation has visibility on its performance and progress in achieving its goals.
- To regularly review the external environment to compare and contrast our approach to performance and planning with other similar organisations, supporting the Head of Planning & Strategy and other colleagues to apply good practice in business planning and corporate performance management in the organisation.

Directors: Mr. Theodore Dhlamini (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr. Jason Sobekwa (NED), Mr. Siphwe Mhlongo (NED), Mr. Themba Mamba (NED), Ms. Gaby Boikanyo (NED), Mr. Xolani Dlwathi (NED), Debbie Raphuti (NED), Eugenia Motloung (NED), Kenste Sesele (NED), Nikelo Bangisi (NED), Ms. Brenda Makhanya (NED), Ms. Sibongile Bhengu (NED), Ms. Xolisile Njapha (Company Secretary)

- Conducts research and analysis and provides recommendations to meet the performance requirements of an evolving strategic agenda and the implementation of initiatives to improve overall service delivery and program effectiveness
- Assist to respond to various requests from shareholder and other external stakeholders for information of a strategic nature, frequently requiring response in an urgent and time sensitive manner
- Responsible for provision of information and co-ordinate responses to SHRA, COJ and other relevant funders.
- Support the department in the management of the entire planning cycle from planning to year end reporting

Minimum job Requirements, interested applicants must be in possession of:

- B degree in one of the social sciences, public administration, planning, business, economics, finance or other relevant.
- Considerable corporate performance measurement experience for dynamic, multi-faceted public sector organizations, preferably with exposure to the housing sector
- At least three years strategic and business planning experience at management level
- Honours will be an added advantage
- Strong appreciation of Economics discipline, or an equivalent combination of education and experience will be an added advantage
- Project Management will be an added advantage

Application Procedure:

Interested applicants are invited to apply by submitting their CV's together with certified copies of qualifications and ID to: recruitment@joshco.co.za quoting the position applying for. Failure to submit the required documents will result in your application not being considered.



JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

Closing date: 23 August 2021